



## Side Sewer Permits in Seattle

February 2003

### When is a Side Sewer Permit Required?

The City of Seattle requires that a Side Sewer Permit be issued **before work begins** on all side sewers, including new installations, alterations, repairs, capping, relocations, removals, and conditional and temporary work. Emergency work is allowed without getting a permit in advance, but a permit should be obtained from DCLU the next City working day.

The permit for this work will cover all proposed side sewer work located on-site and within the public right-of-way. Both service lines may be included on the same permit application.

For permit purposes, the following definitions are used:

- **Primary Contact** – Property owner, occupants, property owner's agent, side sewer contractor or Registered Side Sewer Contractor.
- **Metro Billing Contact** – Individual or firm to whom King County will direct the invoice for the monthly sewer charges.
- **Property Owner** – Individual or firm that owns the property for which the permit will be issued.
- **Registered Side Sewer Contractor (RSSC)** – Individual or firm that has been certified by the Seattle Department of Transportation (SDOT) to perform utility construction within the street rights-of-way.
- **Side Sewer** – A privately owned and maintained pipe system which is designed to carry sewage and/or stormwater runoff, surface water, foundation drainage, and other unpolluted water leading from a plumbing outlet, drain or other facilities to the public sewer system or approved outlet.

### Repair Permits Per Order

A Side Sewer Permit must also be obtained when it is determined by the Seattle-King County Public Health

Department (S-KCPHD) or Seattle Public Utilities (SPU) that an **existing** side sewer, service drain, ditch, or natural watercourse is obstructed, broken, inoperative, or inadequate, and is a menace to health, or is liable to cause damage to public or private property. The owner will be notified to correct such a condition within a specified time.

### How to Prepare and Process your Application for a Side Sewer Permit

Permit application processes vary depending on the size and complexity of the project.

The process has changed from previous years, when applications were submitted to SDOT. Application must now be submitted to DCLU. (To read about the changes in procedure, see "Changes to the Application Procedure" on page 4.) The basic process for obtaining a Side Sewer Permit from DCLU is described below:

#### STEP 1: Obtain an Application Form

The applicant begins by completing an application for a Side Sewer Permit. Applications and forms are downloadable from DCLU's Side Sewer Program website at [www.cityofseattle.net/dclu/sidesewer](http://www.cityofseattle.net/dclu/sidesewer). They are also available from the DCLU Public Resource Center (PRC), located on the 20th floor of Key Tower at 700 Fifth Avenue, (206) 684-8467.

#### STEP 2: Prepare a Site Plan

Along with an application form, the applicant must submit a site plan for the work. A site plan is a scale drawing showing the location of all structures on the property, dimensions of the structures, and the location of all existing and proposed side sewers. For site plan guidelines and samples, see CAM 504, "Side Sewer Site Plan Requirements."

DCLU will provide applicants with a map of their individual property that will be useful in drawing up a plot plan. To attain a \*.jpg file of a property map, call DCLU Drainage & Sewer Review staff at (206) 684-5362, or email them at [sidesewerinfo@seattle.gov](mailto:sidesewerinfo@seattle.gov), and

the \*.jpg will be mailed out via email or a printed copy will be mailed by first class regular mail. If the applicant wishes to do further research in developing a site plan for the application, they may benefit from talking with DCLU's Drainage & Sewer Review Desk at (206) 684-5362.

A plan is not required for repair or minor alteration to an existing private side sewer system.

### **STEP 3: Submit other Necessary Information**

The applicant will also need to submit other information, as appropriate, with the application. This may include:

- **Calculations and details** for storm drainage detention system including flow control structure (if applicable);
- **Calculations and details** for water quality system (if applicable);
- **Sewer and/or storm drain pump design calculations and manuals** (if applicable);
- **Electrical permit** (if applicable);
- **Building permit** (if applicable)
- **Letter of Authorization** (if applicable) from the applicant indicating use of the services of a person or firm other than a RSSC to obtain the permit in the applicant's name.
- **Side Sewer Easement Agreement** – SMC 21.16.250A – For use when the side sewer will be located on a parcel other than that of the building served by the side sewer.
- **Side Sewer Easement, Connection, Hold Harmless and Indemnification Agreement** – SMC 21.16.250B – For use when more than one property connects to the same side sewer. (If there are more than two (2) properties and property ownerships, contact the Law Department to revise the form to fit the situation.)
- **Side Sewer Connection, Hold Harmless and Indemnification Agreement** – SMC 12.26.250B – For use when connecting two (2) structures to one side sewer on the same property.
- **Side Sewer Hold Harmless and Indemnification Agreement** – SMC 21.16.260, and 21.16.210 – For use whenever the side sewer or construction will not meet strict standards of the code as authorized under SMC 21.16.260, or the use of the backwater sewage valve or the mechanical lift does not meet standards under SMC 21.16.210. This also protects the City from all future claims due to said side sewer installation or construction.
- **Memorandum of Drainage Control (MDC)** – This is required by 22.800.020 B(1)(C) for

drainage, but not for side sewer. This memo applies for change of a pervious surface to an impervious surface. Information that may pertain to the MDC includes the following:

- Catch Basins;
  - Submersible Pumps;
  - Detention Facility and Flow Control Structure;
  - Roof Leader Connections;
  - Pipes with less than 2% Grade;
  - Pipes with greater than 100% Grade;
  - Invert Connection less than 12-inches above main combined sewer or drain top;
  - Surface Ponding
  - Water Quality Facilities;
  - Infiltration Trench System; and
  - Dry Well System
- **Release** – For use in removing one of the above previously filed documents from the property records, usually because an error was made, or for other reasons.
  - **Temporary Connection Agreement** – SMC 21.16.110 – For use whenever a Temporary Sewer Connection Permit is granted under SMC 21.16.110. This agreement permits temporary connection to a City facility located downstream until such time a City main is constructed in front of the subject parcel, at which time the applicant will be required to reconnect to the new main.
  - **Out of City Sewer Agreement** – SMC 21.20.020 – For use when the City agrees to connect out-of-City property to the City sewer system.
  - **Sewer Connection Charge Contract** – This document sets up an agreement between the Property Owner and the City for installment payments to be made by the Property Owner to the City for their prorated cost of City mains.
  - **Covenant Consenting to Formation of a Local Improvement District** – This document will start the formation of an entire neighborhood or community to construct a public main.

### **STEP 4: Determine if Project Requires a Registered Side Sewer Contractor (RSSC)**

Side Sewer Permits require the involvement of an RSSC if the work is proposed in the public right-of-way. See "Registered Side Sewer Contractors" on p. 4.

For help in determining whether an RSSC is required, contact DCLU's Drainage & Sewer Review Desk at (206) 684-5362.

### STEP 5: Submit the Application

No appointment is necessary to submit an application for a Side Sewer Permit. However, as an applicant you must be prescreened at the DCLU reception desk to ensure that you have the necessary documents.

For prescreening, visit the DCLU Applicant Services Center (ASC) on the 20th floor of Key Tower at 700 Fifth Avenue, (206) 684-8850. After staff makes a quick check, you will be directed to the Drainage & Sewer staff who will answer questions, input data into the DCLU Master Tracker System, and offer clarification and redirection if needed.

**Fees:** Fees related to side sewer construction and inspection are based on the Fee Ordinance. For more information, contact the DCLU Drainage & Sewer Desk staff at (206) 684-5362 or review the Fee Ordinance, available on DCLU's Side Sewer Program website at [www.cityofseattle.net/dclu/sidesewer](http://www.cityofseattle.net/dclu/sidesewer).

### STEP 6: Permit Issuance

In most cases, Side Sewer Permits are issued the same day as application. Some moderate to complex cases will require one to two weeks of processing and review.

## Design Aspects of Service Drain Construction

A side sewer used to convey on-site stormwater drainage is called a **service drain**. There are many ways to design service drains, but they all include a means to collect, transport, and dispose of stormwater. The most common type is a **pipelined system** that connects from the building and paved/non-paved facilities located on-site to a public pipeline, usually located in the public right-of-way. The public pipeline may be a public storm drain (conveys only drainage flows) or a public combined sewer.

Another type of service drain may allow collected on-site stormwater to gradually seep into the soil (usually consisting of coarse sands and cobbles to medium sands) within the project site; this is called an **infiltration system**. The on-site service drain may also discharge into a drainage ditch or directly into a ravine, creek, lake or other natural watercourse. The location at which the service drain discharges the water is called the **discharge location** and must be approved by DCLU.

A simple service drain may be nothing more than a pipeline connecting the roof downspouts to a public pipeline or it may be a complex system including

**catch basins, detention system** with flow control devices and **water quality facilities**. DCLU has established source control requirements in the **Stormwater, Grading and Drainage Control Code** (Seattle Municipal Code, Chapter 22.802). The service drain includes the entire drainage system, beginning with the catch basin and downspout connections and ending with the discharge of the collected drainage flows back on-site (e.g. infiltration) or discharge off-site (e.g. storm drain, combined sewer or drainage ditch).

Service drains, whether located in a public or private property, must be owned, installed, operated and maintained by the owner or occupant of the premises served.

Drainage Control Plan Review	
Standard Drainage Control Plan	Comprehensive Drainage Control Plan
750 to 5,000 square feet of land-disturbing activity.  A Standard Drainage Control Plan can be completed by the Applicant. Copies are available in the DCLU Applicant Service Center.	5,000 square feet or more of impervious surface, or 1 acre or more of land-disturbing activity.  A Comprehensive Drainage Control Plan must be prepared by a licensed civil engineer.

## Inspection Process for Side Sewers

The following three inspections are required for Side Sewer Permits and the inspector must approve the work at each step:

- Erosion inspection
- Pipe cover inspection
- Final inspection

When the work is ready for inspection, the permit holder or side sewer contractor (or RSSC if required) must notify DCLU by calling the 24-hour inspection request line at (206) 684-8900 (see "Scheduling an Inspection" on page 4). You must be available to meet with the DCLU Site Team Inspector during regular business hours when requested.

Inspectors are assigned a geographical area of the city where they perform Pre-application Site Visits (land use and building), Temporary Erosion and Sediment Control Inspections, Site Development Inspections, and Side Sewer Construction Inspections. Inspections for

permitted work will not be scheduled for Saturday, Sunday, and holidays.

For after-hours inspections of side sewer construction in the downtown area, special arrangements must be made with DCLU 72 hours in advance.

## Scheduling an Inspection

The permit holder or side sewer contractor (or RSSC if required) must call DCLU for all necessary inspections.

**Same-day inspections** are provided for requests received on the DCLU Inspection Request Line, (206) 684-8900, **before 7 a.m.** (use option 4, "for side sewer or erosion control inspections"). **NOTE:** Cell phone calls are discouraged due to frequent connection problems.

Calls received **after 7 a.m.** will be scheduled for the following workday. Inspections may also be scheduled directly with the inspectors by calling them, Monday-Friday, 7:30-8:30 a.m.

If you do not know the inspector's number or wish to cancel an inspection, call Customer Support at (206) 684-8860, Monday-Friday, 7:30 a.m.-4:30 p.m. Be sure to have the permit number available when calling.

## Permit Duration

Permits are valid for no more than 90 days, unless renewed. Due to software constraints, permits are issued in monthly increments for three (3) months. Permits may be renewed prior to expiration.

For expired permits for sites where construction has yet to be completed, the applicant needs to extend the permit for another three (3) months. Failure to extend the permit period will result in the inability for the city to provide additional inspection, which may result in delaying the final approval of other DCLU permits, including building permits.

## Requirement for Coordination with SPU and SDOT in Right-of-Way

Seattle Public Utilities (SPU) will make a new connection to the existing main with the **core tap** while the contractor completes the pipe extension from the connection. After all of the work is completed and approved, Street Use will repair the street.

- SPU Core Tap: (206) 615-0511
- SDOT Street Restoration: (206) 684-5253

## Requirement for As-Built Plans

The permittee must submit documentation of what was constructed in the Side Sewer project. For instructions in how to prepare As-Built Plans, consult DCLU Client Assistance Memo (CAM) 504, "Side Sewer Site Plan Requirements."

## Registered Side Sewer Contractors

Side Sewer permits that include any work in the public right-of-way require the work to be done by a Registered Side Sewer Contractor (RSSC) unless the applicant has earned a contractor's license. The following items are required by SDOT in order to become an RSSC:

- Pass a SDOT examination;
- Possess a current Washington State Contractor's license;
- Possess a current City Business and Occupation license;
- Post bond for \$15k; and
- Secure liability insurance.

Certification for becoming an RSSC in Seattle is administered by SDOT. A list of current RSSC's is made available by SDOT to DCLU on a weekly basis.

## Changes in Application Procedure with DCLU's New Responsibility for Program

On February 3, 2003 Seattle's side sewer review and inspection program officially transitioned SDOT to DCLU. This change in responsibility allows SDOT to more fully concentrate on their transportation-related mission. The side sewer program at DCLU will incorporate changes mandated by the Clean Water Act to more fully integrate clean water regulations with side sewer work. A summary of changes is listed below.

### "Streamlined" Aspects of New Application Process

- No appointment is necessary;
- Application and other forms are available online at [www.cityofseattle.net/dclu/sidesewer](http://www.cityofseattle.net/dclu/sidesewer);
- Up to two permits can be taken in at a time from one applicant; more permit applications can be taken in from one applicant at one time if no one else is waiting at the counter;
- DCLU will provide both intake staff for technical



review and permit technicians to process the application and issue the permit;

- DCLU's automated system will also provide the link between the intake staff issuing the permit and the site inspectors who will review the construction work;
- Map Set delineating the existing utility infrastructure will be made available for the applicant's use including GIS map template (scale of 1-inch equals 20-feet) and side sewer card copies (prior to 2001);
- Fees may be paid by cash, check, or credit card.
- Applicants may also pay the permit fees using pre-deposited funds by setting up an Advance Deposit Account (ADA). ADA application forms are available at [www.cityofseattle.net/dclu/publications/forms](http://www.cityofseattle.net/dclu/publications/forms).

### ***Procedural Changes in Application Process***

- The applicant fills out, executes and has notarized the applicable documents to be recorded. DCLU will arrange for documents to be recorded after determining that they are complete and accurate.
- The applicant will be given a Map Set prepared by DCLU which they may use to delineate the proposed side sewer and/or service drain alterations, repair, modifications and/or additions and new side sewer connections.
- DCLU will utilize their inspectors for review of the applicant's permitted construction work product. DCLU inspectors are already providing pre-construction site reviews and reviewing temporary erosion measures and grading, so they have a familiarity with the site conditions. Their inspection reviews will be more efficient as they can inspect other construction items as they relate to site construction while being on the job inspecting the side sewer work.
- The contractor will coordinate the schedules for core tapping with SPU and street backfill and paving with SDOT. The RSSCs have already worked with the field crews at SPU and SDOT. The RSSCs are the most knowledgeable as to when the city field crews should be scheduled for the proposed work. RSSCs can also more accurately track and identify any additional charges incurred by the project as related to City construction activities (core tap and street restoration).
- DCLU will provide information to King County in a timely manner to establish billing rates at the time connection has been made, rather than using possibly higher billing rates due to tardy reporting.
- The contractor/applicant completes the as-built plan. By having the contractor/applicant finalize the document, the site inspector can spend inspection

time ensuring that the work is in compliance with the requirements of the permit. The inspector will also be more accessible to the scheduled inspections in his or her district.

### ***Unchanged Aspects of Application Process***

- No increase in fees.
- Intake staff is knowledgeable and informative about the rules and regulations of the side sewer ordinance.
- The use of the information tools such as Hansen software ensures the correct tabulation of permit fees and scope of work.
- Inspections will still be done in a timely manner. Scheduling of construction activities will still be a responsibility of the contractor/applicant. This will include precise request for inspection from the contractor/applicant.
- SDOT will continue to provide the street restoration work (backfill and paving) for utility construction between the street curbs.
- SPU will continue to provide the core taps for new connections to the main.

### **Key Side Sewer Contacts**

**Application Information:** Contact the DCLU Drainage & Sewer Review Desk at (206) 684-5362 or visit [www.cityofseattle.net/dclu/sidesewer](http://www.cityofseattle.net/dclu/sidesewer).

**Scheduling Inspections:** Call the DCLU Inspection Request Line at (206) 684-8900 (see details on p. 4).

**Technical Information:** Send an email to [sidesewerinfo@seattle.gov](mailto:sidesewerinfo@seattle.gov) or contact the most pertinent listing below:

- DCLU Drainage & Sewer Review Desk, (206) 684-5362
- SPU Core Tap, (206) 615-0511
- SDOT Street Restoration
  - Street Use Counter, (206) 684-5283
  - Street Use Inspection: North, (206) 684-5271; South, (206) 684-0989

### **Access to Information**

Links to electronic versions of DCLU **Client Assistance Memos (CAMs), forms, and codes** are available on the "Publications" and "Codes" pages of our website at [www.cityofseattle.net/dclu](http://www.cityofseattle.net/dclu). Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Key Tower at 700 Fifth Avenue in downtown Seattle, (206) 684-8467.